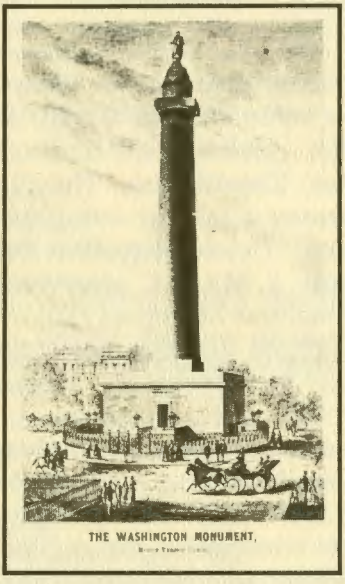
MARAC's 15th Anniversary



Our Changing Archival Perspectives

Mid-Atlantic Regional Archives Conference

Spring 1987 Meeting

Belvedere Hotel Baltimore, Maryland

MARYLAND

The Mid-Atlantic Regional Archives Conference celebrates its fifteenth anniversary at the same time the nation celebrates the bicentennial of the United States Constitution. The Spring 1987 Meeting features a talk by congressman Philip Crane entitled "Celebrating Our Documentary Heritage" and a MARAC anniversary dinner reception at the new Maryland Hall of Records in Annapolis. Special displays presenting ideas to commemorate the constitution bicentennial will be exhibited during the reception.

Frank Evans, our plenary session speaker, will speak on "Our Changing Archival Perspectives: Archives in Transition." The program and local arrangements committees are excited about the Spring Meeting in Baltimore. Share in our excitement! Plan now to attend!

THURSDAY, MAY 7

8:30 a.m. – 4:30 p.m.
Registration

9:00 a.m. – 5:00 p.m.

1 THE ARCHIVAL HEDGE: A WORKSHOP ON RECORDS MANAGEMENT AND MICROGRAPHICS

Gregory Hunter– *Manager of Corporate Records and Micrographics, ITT Corporation*

Knowledge of records management and micrographics can serve as an "archival hedge" against the destruction of permanently valuable records; against the deterioration of records retained on paper; and against archival isolation within an institutional bureaucracy. The purpose of this all day workshop is to introduce archivists to the basics of records management and micrographics and to illustrate how these elements can become part of an archival program.

Pre-registration required:
Enrollment limited to 20 – Fee $25.00

9:00 a.m. – 5:00 p.m.

2 PERSONNEL MANAGEMENT WORKSHOP

Maureen Sullivan – *Yale University*

Archival operations often require personnel with varying background skills. This session is for archivists new to managerial situations. Supervisory skills, management strategies, personnel development and related issues will be addressed.

Pre-registration required:
Enrollment limited to 20 – Fee $20.00

9:00 a.m. – 5:00 p.m.

3 EXHIBITS ON A SHOESTRING WORKSHOP

Shawn Aubitz – *Curator of Exhibits, National Archives*

Back by popular demand, the focus of this introductory workshop is exhibit planning and programming for the small to mid-sized repository.

Pre-registration required:
Enrollment limited to 20 – Fee $25.00

1:00 p.m. – 4:30 p.m.

4 IN-DEPTH DEMONSTRATION: THE JOHNS HOPKINS UNIVERSITY BINDING AND PAPER CONSERVATION LAB

Glen Ruzika – *Head of Collection Maintenance Department*

A presentation on the Binding and Paper Lab programs, demonstrations, questions and answer period.

Pre-registration required:
Enrollment limited to 20 – Fee $5.00
Transportation to JHU included.

1:00 p.m.
Walking Tour of Historic Mt. Vernon
Pre-registration required.

3:00 p.m.
Walking Tour of Historic Mt. Vernon
Pre-registration required.

3:00 p.m.
Behind the Scenes Tour – Walters Art Gallery
Pre-registration required.

4:30 p.m.
Free Time
Dinner on your own.

9:00 p.m. – ?
Hospitality Room Open

FRIDAY, MAY 8

7:45 a.m. – 4:30 p.m.
Registration
Continental Breakfast Buffet
(included in registration) 7:45 a.m. – 8:30 a.m.

8:00 a.m. – 8:30 a.m.
Welcome for New Members

8:30 a.m. – 9:30 a.m.
PLENARY SESSION

OUR CHANGING ARCHIVAL PERSPECTIVES: ARCHIVES IN TRANSITION

Frank Evans – *National Archives and Records Administration*

9:30 a.m. – 9:45 a.m.
Break

9:45 a.m. – 11:15 a.m.
CONCURRENT SESSIONS

1 AUTOMATED INFORMATION SYSTEMS: SHARING THE WEALTH

Chair: Elaine Engst – *Cornell University*

Panel: Thomas Weir – *National Archives and Records Administration*

Topic: "Automated Information Systems: Delivering the Goods"

Panel: Thomas Frasciano – *New York University*

Topic: "RLIN/AMC: Local and National Implications for Public Service"

The real and potential reference service applications of automated systems in an archives is explored through an analysis of the experiences of two institutions. Proposals for future individual and cooperative access projects among repositories will be presented.

2 PLANNING AND MOVING AN ARCHIVES

Panel: Christopher N. Allan – *Maryland State Archives*
Patricia V. Melville – *Maryland State Archives*

A review of the experiences of the Maryland State Archives which moved to the new Hall of Records building last year. Emphasis is placed on planning the new facility, careful attention to detail before the move, and anticipating the unexpected while relocating.

3 DEVELOPING AN ARCHIVAL PROGRAM FROM SCRATCH

Chair: David Carmicheal – *Westchester County Records Center and Archives*

Panel: Kay Domine – *College of William and Mary*
Maygene Daniels – *National Gallery of Art*

Subtitled "If I Had Only Known," this session details the pros and cons of accepting the task of developing an archival program where none had previously existed. For those currently in such a situation, helpful ideas and strategies will be discussed.

4 THE CARE AND PRESERVATION OF ARTIFACTS

Chair: Abby Shaw – *Art and Historic Conservation Center*

Panel: Dan Riss – *National Park Service*
Donald Cumberland – *National Park Service*

Archivists often care for artifacts that are part of a larger manuscript collection. This session discusses problems and solutions to some of these issues.

11:15 a.m. – 11:30 a.m.
Break

11:30 a.m. – 1:00 p.m.
CONCURRENT SESSIONS

5 PHOTOGRAPHIC PRESERVATION

Panel: Debbie Hess Norris – *Private Conservator*
Constance McCabe – *National Archives and Records Administration*

Focuses on the wide range of photographic preservation procedures available.

6 BEFORE THE PAPERLESS OFFICE: STRATEGIES FOR DEALING WITH THE PAPERS OF 20th CENTURY PUBLIC FIGURES

Chair: Karen D. Paul – *Senate Historical Office*

Panel: Lauren Brown – *University of Maryland*
Benjamin Primer – *Maryland State Archives*
Paul Ledvina – *Library of Congress*

The papers of 20th century public figures are a good example of collections which have tremendous research potential but which often run to hundreds of cubic feet. Panelists discuss their experiences with such collections and offer comments on field preparation, transfer, and reducing bulk while preserving research value.

7 BALTIMORE RECORDS AND LOCAL HISTORY SOURCES

Chair: George H. Callcott – *University of Maryland*

Panel: Thomas Hollowak – *Baltimore City Archives*
Elizabeth Ann Comer – *Baltimore Center for Urban Archaeology*

Participants discuss their use of local history sources to document Baltimore's ethnic heritage and to guide archaeologists in revealing the city's past.

8 ARCHIVAL STAFFS: WHO DOES WHAT AND WHY?

Chair: Susan Davis – *New York Public Library*

Speaker: John Aubry – *Columbia University*

Topic: "Archival Assistants: Getting the Most for Your Money"

This session explores ways in which archivists can attempt to influence and control personnel decisions within their organization. Consideration is given to the status of the repository within the organization, the perceptions of the archivists(s) within the organization, and the flexibility for the allocation of resources. Two case studies will be examined.

1:00 p.m. – 2:30 p.m.

Luncheon

Speaker: The Honorable Philip M. Crane – *Congressman from the 12th District of Illinois, Member of the Commission on the Bicentennial of the United States Constitution*

Subject: "Celebrating Our Documentary Heritage"

2:30 – 4:00

CONCURRENT SESSIONS

9 DISASTER PREPAREDNESS

Chair: Evelyn Frangakis – *Northeast Document Conservation Center*

Archivists must be prepared for the variety of calamities which may befall them. Among important issues discussed are sources for assistance, preparation and prevention, supplies, and salvage methods.

10 THE USE OF EXPERT SYSTEMS IN ARCHIVES

Chair: William Holmes – *Director of Archives Research and Evaluation, National Archives*

Panel: Pat Molholt – *Rensselaer Polytechnic Institute*

Topic: "What Expert Systems Are and Their Successes in Librarianship"

Panel: David Bearman – *Carnegie-Mellon University*

Topic: "Expert Systems, Artificial Intelligence and Their Implication for Archives"

Expert systems may provide the opportunity to apply the principles of computer based artificial intelligence to archival operations. Discussions focus on the role of expert systems in libraries and the implications of expert systems in archives.

11 THE OTHER WORLD OF ARCHIVES: THE PRIVATE SECTOR AND NON-PROFIT ORGANIZATIONS

Chair: Joan Gosnell – *J.C. Penney Company*

Panel: Anne Ostendarp – *The Ford Foundation*

Topic: "Advancing Human Welfare: Archives in a Private Foundation"

Panel: David Saumweber – *National Academy of Sciences*

Topic: "Everything by Committee: The Papers of the National Academy of Sciences and Its Sister Institutions"

Participants describe the nature of archival work outside the usual setting of a university or a public institution, emphasizing the different constituencies they serve and the relationship of the archives to the overall function of the institutions.

12 TOEING THE MARC: THE USE OF IN-HOUSE COMPUTER SYSTEMS

Chair: Leon J. Stout – *Pennsylvania State University*

Panel: Donna Wells – *Gallaudet University Archives*

Topic: "Practical Applications of the MARC Format and Personal Computers"

Panel: David Anderson – *Colgate University*

Topic: "Pursuing a Workable Progam with Little Time or Money"

Discusses experiences in using in-house computer systems and/or personal computers for a variety of functions including description of photographs and special collections, forms, surveys, and producing finding aids. The presentation emphasizes the value of continuing the effort to standardize information for internal and external use.

4:00 p.m. – 4:30 p.m.
State Caucus Meetings

5:15 p.m.
Buses leave Belvedere Hotel for Annapolis
(Pre-registration required; fee for guests of registered conferees)

6:00 p.m. – 8:00 p.m.
15th Anniversary Dinner Reception

Hosted by the Hall of Records Commission and the Maryland Office for the Bicentennial of the Constitution of the United States.

Location – Maryland State Archives, Annapolis

(Pre-registration required; fee for guests of registered conferees)

8:00 p.m.
Buses leave for Baltimore

9:00 p.m. – ?
Hospitality room open

SATURDAY, MAY 9

7:45 a.m. – 12:00 Noon
Registration

8:00 a.m. – 9:30 a.m.
Breakfast and Business Meeting

9:30 a.m. – 11:00 a.m.
CONCURRENT SESSIONS

13 SAA TRIP TO CHINA – SLIDE SHOW

Chair: Alan Lewis – *New York Hospital / Cornell Medical Center*

An informal showing of slides taken by participants in the SAA-sponsored trip to China in May 1986.

14 ORAL HISTORY IN ARCHIVES

Chair: Ador Skotnes – *Oral History and Research Office, Columbia University*

Panel: Pamela Henson – *Smithsonian Institution Archives*

Topic: "The Relationship of Oral History to Archival and Audio-Visual Collections"

Panel: John Vernon – *National Archives and Records Administration*

Topic: "Archival Implications of Oral History"

A discussion of managing oral history in a collection of other media and the report of a subcommittee of the Society for History in the Federal Government on the problems of access to oral history materials in light of recent legislation.

15 APPRAISAL OF COLLEGE AND UNIVERSITY RECORDS

Chair: Helen Samuels – *MIT*

Panel: Nancy McCall – *Johns Hopkins School of Medicine*

Topic: "Appraisal of Records at Teaching Hospitals"

Panel: Torrey Maclean – *North Carolina Divison of Archives and History*

Topic: "Appraising and Scheduling Records in a Multi-Campus State System"

Panel: Gloria Thompson – *New York State Archives*

Topic: "Appraising and Scheduling Records at Community Colleges"

Three panelists discuss different aspects of this appraisal problem. The chair examines this issue in light of a major grant project underway at MIT.

16 MILITARY RECORDS: WHERE ARE THEY?

Chair: Wilbert Mahoney – *Military Reference Branch, National Archives and Records Administration*

Panel: Daniel Lorello – *New York State Archives*

Topic: "New York State's Military Records: A Second Chance"

Panel: David Keough – *U.S. Army Military History Institute*

Topic: "The Official Repository of Unofficial Paper: The Manuscript Archives of the U.S. Army Military History Institute"

Panel: Anita M. Weber – *George C. Marshall Research Library*

Topic: "Personal Papers: Or Are They?"

This session examines military records in three repositories. It covers the types of records held, who the users are, how the records are used, and explores potential areas of cooperation.

11:00 a.m. – 11:15 a.m.
Break

11:15 a.m. – 12:45 p.m.
CONCURRENT SESSIONS

17 ARCHIVISTS AND THE LAW

Chair: To be announced.

18 GRANT SOURCES FOR ARCHIVAL PROJECTS

Chair: James Watson – *Grants Administrator, University of Baltimore*

A discussion of grant sources and the steps involved in applying to the appropriate organizations.

19 GENEALOGISTS IN ARCHIVES

Chair: Tom Hollowak – *Baltimore City Archives*

This session addresses some of the needs and problems of genealogists, and suggests some interesting solutions.

20 FILM ARCHIVES

Chair: Alan Lewis – *CBS Television Archives*

The film media presents the archivist with a unique set of problems from description to preservation. This session discusses the handling of film (8mm, 16mm, 35mm, etc.) and some approaches used by film archives.

General Information

MARAC Officers – 1987

Robert Morris, *President*
Martha Slotten, *Vice President*
Brother Denis Sennett, *Secretary*
Gregory Hunter, *Treasurer*

MARAC Meeting, Spring 1987

Laurie Baty, *Local Arrangements Chair 202-523-5386*
Gerry Watkins, *Program Chair 301-625-3135*

Registration to be mailed to:

Karen Stuart
MARAC Spring 1987
87 E. Padonia Road #202
Timonium, MD 21093

Hotel for the Conference is:

The Belvedere Hotel
Chase at Charles Streets
Baltimore, MD 21202
301-332-1000 / 1-800-692-2700

Hotel reservations should be made directly with the Belvedere. Because our block of rooms is limited, we urge you to arrange your lodging accommodations as soon as possible. Cut off date for Group Rate is April 7, 1987.

Special Group Rates for conferees flying into Baltimore have been made with Piedmont Airlines. Contact Piedmont's Group Sales Desk at 1-800-334-8644 for further information.